



National  
Aeronautics and  
Space  
Administration

## Exit Clearance Process Statement for Records Management

NAME (Print or type)

ORGANIZATION NAME

DATE

By signing this statement, NASA Headquarters employees separating (resigning, transferring, retiring) acknowledge their understanding of the following:

Records created in the conduct of business for NASA are the property of NASA (both paper and electronic). Records are defined as "all recorded information, regardless of media or characteristics, made and received by an agency of the United States Government under Federal law or in connection with the transaction of public business." [The Federal Records Act definition of "records" can be found in 44 USC § 3301.]

1. Taking or destroying federal records can result in a fine and/or imprisonment.
2. Separating individuals may remove NON-RECORD MATERIAL, which is defined as "material that is not a record in character because it comprises solely library or other reference items, because it duplicates records and provides no additional evidence or information, or because its qualities are non-documentary."
3. Separating individuals may take personal papers (copies of personnel actions, copies of letters of commendation, training certificates, etc.). Employee should communicate with the Health Unit regarding applicable medical records/papers and copies thereof.
4. Keys/combinations to locked files cabinets must be turned over to another individual in the organization (the designated records liaison/custodian, supervisor).
5. If the separating individual had access to classified records, a debriefing will be covered in their exit interview with Security.
6. Separating employees should work with their IT POC to arrange to transfer electronic files to shared directory so others in the organization have access.
7. The Records Manager will verify that any boxes/files retrieved from the Washington National Records Center (WNRC) for the separating individual are accounted for.

### PLEASE SUBMIT THIS FORM TO:

**RHONDA BENNING  
ROOM 1P-54**

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Signature of Employee